



**AMERICAN SAMOA GOVERNMENT
PAYROLL POLICIES AND PROCEDURES MANUAL**

**AMERICAN SAMOA GOVERNMENT
PAYROLL POLICIES AND PROCEDURES MANUAL**

TABLE OF CONTENTS

General	3
Purpose of Payroll Policy	3
Policies	4
Other Issues	7

AMERICAN SAMOA GOVERNMENT PAYROLL POLICIES AND PROCEDURES MANUAL

1. GENERAL

Meeting payroll timelines has proven to be a very important and crucial matter that all agencies should abide by to ensure that employees receive their checks in a timely manner. Just as important is the need for personnel and financial administrators to work with corresponding departments to reconcile accounts as means to clear budget blocks encountered during payroll processing procedures so as to not delay the payroll processing as well as to prevent disruption to employees' pay.

The purpose of this manual is to describe the existing policies and procedures that have been established at the American Samoa Government's Treasury Payroll division and to serve as a reference guide for the agencies and employees of the government.

2. PURPOSE OF PAYROLL POLICY

2.1 Purpose of Policy

To assure proper documentation, authority and records retention, all original evidence of payroll shall be submitted to the Payroll Office along with the current bi-weekly records. Proper documentation and records retention is a compliance requirement for federal grants and awards (OMB Circular A-87 also known as Common Rule).

2.2 Responsibilities of Directors, Department Heads, Officers and Employees

The general responsibilities of directors, department heads, officers and employees as to payroll:

- Being knowledgeable about the Government's laws and rules concerning payroll expenditures, both local and federal; and
- Determining each department's legal authority, including budget, for making each payroll payment *before* it is submitted to the Payroll Office.
- Ensuring that the agency maintains and provides necessary documentation for proving that each payment is legal, proper and fiscally responsible.
- Ensuring that each payroll voucher or other document complies with the processing requirements of the Payroll Office.

For costs to be allowed under federal awards, costs must meet the following general criteria:

- Be necessary and reasonable; and
- Be allocable to federal awards; and
- Be authorized or not prohibited under local laws or regulations; and
- Conform to any limitations or exclusions as to types or amounts of cost items as set forth in OMB Circular A-87; and
- Be consistent with policies, regulations and procedures that apply uniformly to both federal awards and other activities; and
- Be accorded consistent treatment and in accordance with generally accepted accounting principles; and
- Not be included or used to meet cost sharing or matching requirements of other federal awards or grants; and
- **Be adequately documented.**

3. POLICIES

3.1 Qualified Payroll Documentation

All original or source documentation for payroll must accompany each biweekly submission of payroll to the Payroll Office.

Source documentation is original timecards or timesheets signed by the employee certifying that the record is true or correct. Each such document must also be signed by a timekeeper or supervisor also certifying that the record is true and correct and that the hours worked actually occurred.

Scantron sheets are not considered adequate source documentation for purposes of payment.

Accompanying each request for payroll payment must also be any original record concerning overtime pay, compensatory time paid and leave records.

Other documentation which may be required at any time by Treasury:

- Documentation about scheduled work hours for employees; and
- Documentation concerning overtime pay and compensatory time paid; and
- Signed employee leave records; and
- Documentation for authorized payroll deductions; and
- Documentation that verifies the social security numbers of anyone paid through payroll.
- Documentation of eligibility to receive longevity pay, hazardous duty pay, bonuses, and special types of compensation (such as clothing allowances, housing allowances, lump sum payments, etc).

3.1.1 Addendum

Beginning June 1, 2009 sign-in sheets will no longer be accepted as valid ASG payroll documentation. All ASG departments and agencies are required to use timecards and punch-in time clocks. Departments can use other *electronic* means of recording employee work hours such as ID scanners at their discretion. Proper documentation for payroll is still required.

3.2 Payroll Deadline

1. Timecards are due at the Payroll Office by 4:00pm on Fridays (non-payroll week) with the exception of timecards for those required by law to work on weekends to be turned in by 9:00a.m. Monday mornings.
2. **All late** timecards will **not** be processed until the next scheduled supplemental payroll run.
3. Timecards affected by budget blocks will be removed by noon Wednesday.
4. Final payroll calculations will be processed overnight. Payroll postings will take place on Thursday to meet Friday, 10:00a.m. electronic file transmission (EFT) deadline with BOH.
5. EFT payments are posted to employees' bank accounts on Monday, payday. Paper checks are also distributed on Monday, payday. Paper checks will be printed for everyone if EFT deadline is not met.

6. Should Monday payday fall on a holiday, the Friday prior to that Monday is therefore declared ASG payday.
 - (a) Due dates and times are the same as mentioned above.
 - (b) **Late** timecards will **not** be processed during this regular payroll run.
 - (c) Timecards affected by budget blocks will be removed by noon on Tuesday.
 - (d) Final payroll calculations will run on Tuesday evening and payroll postings will occur early Wednesday morning. EFT file will be submitted to BOH by 10:00a.m Wednesday morning and shall be posted to employee's bank account by Friday. If EFT deadline is not met, paper checks will be printed for everyone.
 - (e) Payroll checks are disbursed on Friday.

3.3 Supplemental Payroll

1. If required, a maximum of two supplemental payroll runs are authorized for each pay period. NO EFT.
2. The first supplemental run will be prepared on Monday, payday, and paid on the following day, Tuesday.
 - (a) Any timecards not turned in by Friday are to be turned in by Monday at 9:00a.m. to make this supplemental run.
 - (b) Employees affected by budget blocks will be removed from the run.
3. If necessary, a second supplemental run will be prepared on Wednesday and Thursday for payment on Friday.
 - (a) Timecards will not be accepted after 12:00p.m. Thursdays.
 - (b) Budget block errors returned during force calculation will be removed from payroll Thursday morning (next opportunity for these employees to be paid will be the next governmental regular payroll run).

4. OTHER PAYROLL ISSUES

4.1 Directors & Finance Officers' Responsibilities

Directors and their finance officers should always know their payroll budget. They should know ahead of time if their department will make payroll or not. Departments should not let their employees work when they won't get paid.

Finance officers should know which of their employees are getting paid on what account. Changing org. keys is not allowed. All requests to change payroll accounts for personnel or to override budget blocks should be referred to Treasury management (Comptroller, Deputy Treasurer or Treasurer). It is highly inappropriate for departments to request this change of the Payroll Manager. Finance officers should know their departmental total payroll cost.

Labor distribution reports are available upon request for payroll reconciliation. Labor distribution reports verify employees being paid, with what accounts and how much.

4.2 Advanced Payroll Checks

The Treasurer will not authorize any advanced payroll checks. Furthermore, as ASG offers direct deposit for employees, any written or verbal requests from directors for advanced pay due to an employee leaving off-island will not be accepted.

4.3 Overtime

All personnel under Grade 12 qualify for overtime (OT) at the rate of time and a half (1-1/1) for their regular pay rate for all hours worked in excess of eight (8) hours per day or forty (40) hours worked per week. However all OT are to be **pre-approved** by the Governor.

Department directors must forward their request for OT hours to the Governor **prior** to employees working overtime. The approvals then go through the Budget Director and Treasurer before OT is paid. The Treasurer will notify the Payroll Supervisor for payment. Supporting documentation is required.

Exceptions to the pre-approved rule are the Customs Division, Immigration Office and Port Administration. Their OT is reimbursable overtime – vendors pay for their hours worked beyond the regular eight hour day or forty hour week.

4.4 Compensated Time

Compensated time is for personnel at Grade 12 or higher (directors not included as they are salary employees). Any hours worked beyond eight (8) hours a day or forty (40) hours a week can be compensated time at the discretionary approval of the department director. Supporting documentation is required.

4.5 Employees Not Eligible for Overtime or Compensated Time

Employees such as employees of the Judicial Branch (unless otherwise specified by the Chief Justice of the High Court), elected officials, short-term contract employees of special programs, non-career appointees (with the exception of the Legislative Branch whose staff employees are eligible for overtime pay), ten month instructional employees and employees in second/third jobs are ineligible for either overtime pay or compensatory time.

4.6 Holiday Pay

Any ASG employee required to perform duty on a holiday is entitled to Holiday wages. Supporting documentation is required.

4.7 Other

1. Timecards are not necessary for political appointees and elected officials. Scantrons are allowable.
2. All requests to change exemptions into the system using Form W-4 should be referred to the Department of Human Resources.
3. The Treasury Payroll Division stores the following records: timecards and/or time sheets, leave slips, scantrons, and payroll deduction authorizations.
4. It is the employee's responsibility to notify the Payroll Division by letter to stop or cancel payroll deductions. For documentation purposes, phone calls are not acceptable.
5. Departments may add more internal controls regarding payroll at their discretion.
6. All departments should identify their main payroll person and forward all contact information to the Payroll Office and to General Accounting. This person will be contacted if there are any discrepancies with payroll from their department.

4. AUTHORIZED BY

This Payroll Policies and Procedures Manual is in full force. Any amendments shall be authorized by the Treasurer of the American Samoa Government.



Magalei, Logovii, Treasurer

June 01, 2009